



Post 16 Education In Cumbria

Applying for a Sixth Form (Year 12)
School Place in Cumbria

September 2012

School Admissions and Appeals Team

Tel: Carlisle (01228) 221582
226775 or 221198

Welcome and introduction

I am pleased that you are considering a place at a school in Year 12 at a sixth form in Cumbria.

The following information is designed to help you understand how to apply for a place in Year 12 and, therefore, make your application easier.

Detailed below are three routes for you to follow.

Route 1 – For students who are currently in Year 11 at a school and wish to progress into Year 12 at the same school.

Route 2 – For students who are currently in Year 11 at a school and wish to progress into Year 12 at a different school and where the different school is a community or voluntary controlled school.

Route 3 – For students who are currently in Year 11 at a school and wish to progress into Year 12 at a different school and where the different school is a foundation or voluntary aided school or academy.

You may follow one or more of these routes.

For each route you will need to make a separate application.

Why are the arrangements different?

The admissions authority for community and voluntary controlled schools is the Local Authority (Cumbria County Council).

The admissions authority for foundation and voluntary aided schools and academies is the Governing Body for that school.

Admission authorities are responsible for producing and implementing the admissions policy. This includes deciding who should be offered a school place in Year 12.

This means that the County Council, as the admissions authority for community and voluntary controlled schools, is responsible for managing admissions to these schools. This includes deciding who should be offered a school place.

The individual Governing Body for foundation and voluntary aided schools and academies is responsible for managing the admission arrangements for these schools.

Admissions policies include the admissions limit and the criteria that must be applied if the number of students seeking a place exceeds the admissions number.

The admissions policy, including the admissions number for Year 12, only relates to those pupils seeking a place at the school or academy who were not previously attending the school in Year 11. This means the admission arrangements for those students who progress from Year 11 into Year 12 needs to be different from that for those students who wish to join the school for the first time in Year 12.

Where can I find information about the category of schools?

Lists of schools and academies with a sixth form are attached. These lists also provide information about the current category for each school. Please note the Government has announced arrangements to allow schools to convert to academies. You should, therefore, check with the school that you wish to apply to in order to confirm the type of school that it is.

What are the entrance requirements for admission to Year 12?

Each school will have its own requirements for entry into its sixth form and separate entrance requirements for each course. You will need to meet both the requirements for entry to the sixth form and the separate entry requirements for the course. You should contact your chosen school or schools to request this information.

Will I get assistance to meet the cost of home to school transport?

Assistance with home to school transport may be provided in accordance with the discretionary power of the County Council. You can request a copy of the full policy from the:

Transport Operations Team
18 Portland Square
Carlisle
Cumbria
CA1 1PE

Route 1 – For students who are currently in Year 11 at a school and wish to progress into Year 12 at the same school.

You should speak with the admissions staff at your existing school.

You should be offered a place in Year 12 if you meet the minimum requirements for entry to your school's sixth form AND you meet the minimum entry requirements for the course that you wish to undertake.

You can obtain more information about this from your school.

Route 2 – For students who are currently in Year 11 at a school and wish to progress into Year 12 at a different school and where the different school is a community or voluntary controlled school.

- Ask the school for a copy of its sixth form prospectus or look at Cumbria's on-line Area Wide Prospectus, [applycumbria \(www.applycumbria.co.uk\)](http://www.applycumbria.co.uk).
- Make sure that the course and the subjects you wish to study are provided by this school.
- Find out about the "open evenings" for the sixth form and arrange to attend.
- Fill in the attached application form and submit this to the school by 2 April 2012. Or you may be able to apply electronically using Cumbria's Common Application

Process. Please contact either your home school or local Connexions Cumbria Personal Adviser for further details. Note that some schools may encourage you to apply earlier to enable them to plan the curriculum for 2012 – 2013. You should, therefore, check with the school about the closing date. If you apply after 2 April 2012 you will only be considered for a place after all those who applied on time have been offered a place. This may mean that all the available places have been offered to other students.

- The Admissions Team, as the admissions authority will write to you on 4 July 2012 to inform you whether you have been offered a conditional school place in Year 12. This offer of a school place will be conditional on you meeting the minimum requirements for entry to the school sixth form AND the entry requirements for your course of study. If you are not offered a place you will be informed of your right of appeal against this decision. You will be provided with information on how to appeal.
- In early September 2012, when the outcome of the examinations taken by students in 2012 is known, where a community or voluntary controlled school has places available, these will be offered to students on the waiting list. Should more students' names be on the waiting list than places available, these will be offered in accordance with the admissions criteria – see below.
- Students not offered a place on 4 July 2012 will automatically be included on the waiting list. This will include any student who applies for a place between 2 April and 4 July 2012 who is not offered a place. Other students who apply late and are not offered a place will also be included on the waiting list. The waiting list will be kept up until the end of the Autumn Term 2012. Should any places in Year 12 become available, these will be offered to students on the waiting list in accordance with the admissions criteria.

Attached is a list of community and voluntary controlled schools with a sixth form, their admission limits, and the criteria that will be used if more students request places than there are available.

Route 3 – For students who are currently in Year 11 at a school and wish to progress into Year 12 at a different school and where the different school is a foundation or voluntary aided school or academy.

- Ask the school for a copy of its sixth form prospectus AND application form.
- Make sure that the course and the subjects you wish to study are provided by this school.
- Find out about the “open evenings” for the sixth form and arrange to attend.
- Fill in the school specific application form and submit this to the school by the date specified in the school sixth form prospectus. Please do not use the application form included with this booklet for applying for a place in Year 12 at a foundation or voluntary aided school or academy.

Attached is a list of foundation and voluntary aided schools and academies with a sixth form. Information about the admission arrangements for all these is available from each individual school/academy.

Appeals

Students and parents not offered a place at their preferred school or schools have the right of appeal against the decision or decisions not to offer them a school place.

Should you not be offered a place in Year 12 at your preferred school or academy you have a right of appeal against that decision.

Information should be provided to you about the admission appeals process if you are refused a place.

If you wish to submit an appeal against the decision to refuse to offer you a place at any foundation and voluntary aided school or academy it should be sent to the Clerk of the Governing Body for each school for which you wish to make an appeal.

If you wish to submit an appeal against the decision to refuse to offer you a place at any community or voluntary controlled school you should complete the application form received with your letter and return it to the Admissions Team. The address of the Admissions Team is:

Cumbria County Council
Children's Services
School Admissions

Telephone: 01228 221582, 226775 or 221198

**CUMBRIA COUNTY COUNCIL
GENERAL ADMISSIONS POLICY (YEAR 12) 2012/2013
COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS**

Cumbria County Council is the admissions authority for community and voluntary controlled schools.

Detailed below are the criteria that will be applied to allocate places in Year 12 to those students who wish to enter Year 12 at a community or voluntary controlled school having previously attended another school.

Where there are more applications than places available in Year 12 at a community or voluntary controlled school, applications will be prioritised using the criteria below. They will be applied in conjunction with explanatory notes 1 - 4 which form part of the policy.

1. Students (children) looked after, i.e. in public care, giving priority, if necessary, to the youngest child(ren) - see note 1 overleaf.
2. Students living in the catchment area who have brothers or sisters in the school on 4th July 2012 and at the time of their admission - see note 2 overleaf.
3. Students living outside the catchment area who, at the time of their admission, have brothers or sisters in the school who were directed to that school by the Local Authority either (a) in the absence of a place being available in the catchment area school due to oversubscription and the school was identified by the Local Authority as the next nearest with a place available or (b) in their Statement of Special Educational Need - see notes 2, and 3 overleaf.
4. Other students living in the catchment area.
5. Students living outside the catchment area who have brothers or sisters in the school on 4 July 2012 and at the time of their admission - see note 2 overleaf.
6. Students living outside the catchment area.
7. Where there is a need to prioritise places within any of the above criteria, except criteria 1, priority will be given to those students who live nearest to the school – see note 4 overleaf.

Applications will be prioritised on the above basis. An exception will be made under the Authority's policy for the education of children with special needs (i) where a child holds a Statement of Special Educational Needs, or (ii) is currently undergoing a statutory assessment, and in either case it is considered that attendance at a particular school is necessary to meet the identified needs of that student.

Explanatory Notes

[These notes are part of the policy]

Note 1

A child looked after, i.e., in public care, is defined as a child who is looked after by a local authority within the meaning of Section 22 of the Children Act 1989.

Note 2

Brothers and sisters are those living at the same address and includes step and foster children. Priority will only be given where it is known at the time of allocating places that a sibling will be attending the school at the time of admission.

In circumstances where there is an application for more than one child in the family, and it is not possible to offer a place to all of the children concerned, it will be up to the parents/carers to decide whether they wish to accept the place[s] offered. This will also be the case in relation to twins, etc.

Note 3

In relation to a child with a Statement of Special Educational Need, the Statement must state that the child is **directed** by the Local Authority to attend a particular school which is necessary to meet his or her identified needs. It does not include those situations where the Statement indicates that the Local Authority considers a mainstream school of parental choice to be appropriate.

Note 4

Distance measurements will be undertaken using the Local Authority's computerised Geographical Information System [GIS]. This measures the distance from the centre of the parental home to the nearest entrance on the school site which is available to students at the time of undertaking the assessment. The route used will be the shortest walking route by road as identified by GIS at that time.

Admission Arrangements for Community and Voluntary Controlled Schools - Published Admission Numbers

The following is a list of Community and Voluntary Controlled Schools in Cumbria that have sixth form provision. The admission numbers that the Local Authority has published for each community and voluntary controlled school for entry into Year 12 as part of its 2012/2013 admission arrangements are also provided.

Cockermouth School	30	Netherhall School	10
The Lakes School	25	Southfield Technical College & Stainburn School *	35
Millom School	25	Ulverston Victoria High School	50
The Nelson Thomlinson School	50	Whitehaven School	25

* Note: Southfield Technology College and Stainburn School operate a single Sixth Form.

Admission Arrangements for Foundation and Voluntary Aided Schools and Academies – List of Schools

The following is a list of Foundation and Voluntary Aided Schools and Academies in Cumbria that have sixth form provision.

Appleby Grammar School	The Queen Katherine School
Caldew School	Richard Rose Central Academy
Dallam School	Richard Rose Morton Academy
Keswick School	St Benedict's Catholic High School
Kirkbie Kendal School	Trinity School
Kirkby Stephen Grammar School Sports College	Ullswater Community College
Newman Catholic School	West Lakes Academy
Queen Elizabeth Grammar School	William Howard School
Queen Elizabeth School	

St Benedict's Catholic High School and St Joseph's High School, Business and Enterprise College provide joint sixth form provision called the "West Cumbria Catholic Sixth Form Centre".

Other institutions including further education and sixth form colleges also provide post 16 provision. You may also wish to consider the courses that these can offer and consider applying for a place with them.

**Admission to Year 12 – Community & Voluntary
Controlled Schools**

Please read the information for students and parents – ‘Welcome to Post 16 Education’ **before** you complete this form. One application form should be completed for each community or voluntary controlled school you wish to attend. Please complete in **black** ink and in **BLOCK CAPITALS**.

Please return your completed form to the school you wish to attend by 2 April 2012. Late applications will not be considered for oversubscribed schools.

To be completed by the school the student wishes to attend
Name of Student's preferred school _____

Personal information

Student's surname: _____ Student's date of birth: _____

[dd/mm/yyyy]

Student's forename[s]: _____ Male or Female: _____

Student's present school: _____

Name of female parent/carer: _____ Mrs/Miss/Ms/other _____

Address: _____

Postcode: _____ Tel no: _____ Relationship to student: _____

Name of male parent/carer: _____ Mr/other _____

Address: _____

Postcode: _____ Tel no: _____ Relationship to student: _____

With whom do you normally live? _____

How long have you lived at this address? _____

It is important to give the correct address. This must be where you normally live. **If a change of address occurs after completing this form, but before 1 September 2012 you must notify the School you have applied to.** Places will be allocated based on your residency. If a place has been offered at a school based on false or knowingly misleading information you have supplied, the offer may be withdrawn.

	Yes	No
Do you have a Statement of Special Educational Needs?	<input type="checkbox"/>	<input type="checkbox"/>
Are you currently undergoing a statutory assessment of Special Educational Needs?	<input type="checkbox"/>	<input type="checkbox"/>
Are you in the care of a Local Authority?	<input type="checkbox"/>	<input type="checkbox"/>

If Yes then please state which Local Authority _____

To be completed by the school the student wishes to attend
 Date received in school:

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 Home address verified:

Please enter the GCSEs and other subjects you are studying in Year 11 and list your expected grades. In the column headed 'Type' please indicate whether the course is short (enter S) or full (enter F) or double (enter D):

GCSE			BTEC / OCR / etc		
Type	Subject	Expected Grade	Type	Subject	Expected Grade

Please list the courses and/or subjects that you wish to study in Year 12:

Course	Level

Details of siblings who will be attending the same school on 4 July 2012 and in September 2012

Only include children living at the same address as yourself.

Name of brother or sister

Date of birth

_____	_____
_____	_____
_____	_____

Do you have a sibling attending this school who was directed to the school by the Authority in the absence of a place at your catchment school or in their Statement of Special Educational Needs and who will be attending in September 2012?

Yes No

Signed (Student): _____ Date: _____

Parental declaration

I confirm that I have parental responsibility for this child and the information given is correct. I understand that where false information is provided any school place offered may be withdrawn. I have read the information provided by the Local Authority before completing this form.

Full name of parent signing the form [please print]: _____

Signed (Parent): _____ Date: _____

This form must be delivered to the school you wish to attend for Year 12 by 2 April 2012.